



FACILITY MAINTENANCE TEAM LEADER

Purpose:

To actively support and uphold the City's stated mission, vision, and values. To lead and participate in the work of Internal Services' maintenance staff; to coordinate related activities and projects; and to identify, analyze and resolve problems related to daily operations and maintenance.

Supervision Received and Exercised:

Receives general supervision from higher level supervisory or from other management staff.

Exercises functional and technical direction over facility maintenance personnel.

Essential Functions:

Duties may include, but are not limited to, the following:

- Lead preventative maintenance program;
- Lead special projects;
- Lead and participate in all related aspects of maintenance for assigned areas;
- Recommend and assist in the implementation of organizational goals and objectives and implement policies and procedures;
- Act as a coach and mentor to team members; assist with the training and evaluation of team members; prepare payroll, procurement records and other personnel related documents;
- Ensure proper records, daily logs, and inventories of restricted use and/or other chemicals are in compliance with regulating agency;
- Determine equipment and supply needs; evaluate and monitor equipment performance; requisition supplies and materials; and make routine and emergency purchases as required;

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- Assist in preparation of the workgroup budget;
- Operate and maintain data in various computerized systems and accurate records of work performed, materials used and associated work;
- Regularly inspect and evaluate operations and activities in assigned areas of responsibility; coordinate and assist in the implementation of equipment for needed maintenance, repairs and preventative maintenance and take corrective action;
- Provide input to a daily work plan based on changing conditions and priorities; inform staff of process changes and adjustments as required to meet variable conditions as directed by the management; obtain and provide support for area of assignment during critical events such as equipment or component failure or other problems;
- Assist with and participate in safety programs as required by OSHA including job hazard assessments, training, use of proper personal protective equipment and MSDS documentation; assist and coordinate other training programs and encourage compliance with existing training and/or certification requirements; facilitate cross training between various skills/trades;
- Operate equipment as required utilizing proper safety precautions related to all work performed;
- Establish and maintain cohesive and effective working relationships with facility patrons and contracted users of specialty facilities as well as the general public;
- Coordinate, contribute and use best management practices;
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

A minimum of 2 years of full-time experience working as a Building Maintenance Technician II or journey level equivalent.

Education:

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Equivalent to completion of twelfth grade. Training in a field related to core duties of the position is highly desirable.

Licenses/Certifications:

Must possess and maintain a valid driver's license.

Possession of, or required to obtain within 180 days of hire or promotion, Universal EPA Certification.

Additional Requirement:

Must pass police polygraph and background examination.

Examples of Physical and/or Mental Activities:

- Lift heavy objects – up to 50 lbs.
- Operate city vehicles
- Operate city equipment such as forklift and aerial lift
- Work alone for extended periods of time
- Operate power tools such as jackhammers, drills, chain saws
- Use tools such as hammers, wrenches, shovels and saws
- Operate computers and other office machines using repetitive hand/eye movement
- Climb stairways and ladders
- Traverse uneven surfaces during site visits
- Work out of doors in inclement weather during site visits
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.
- Exposure to blood and airborne pathogens; bodily fluids, etc. while making various repairs
- Exposure to chemicals

Competencies:

<http://www.tempe.gov/home/showdocument?id=26274>

Job Code: 542

Status: Non-Exempt/Classified